



## IDENTIFICATION

<b>Department</b>	<b>Position Title</b>	
Education, Culture and Employment	Senior Research Analyst	
<b>Position Number</b>	<b>Community</b>	<b>Division/Region</b>
71-14373	Yellowknife	Planning, Research and Information Management / HQ

### PURPOSE OF THE POSITION

The Senior Research Analyst is responsible for establishing and executing system-wide research projects and programs and participating in research and data-driven activities to shift the culture of the Department of Education, Culture and Employment (ECE) to one that is data-driven and evidence-based. The work of this position will help improve the effectiveness and efficiency of existing programs and services and for the development of new initiatives, which further ECE's efforts and responsibility to provide quality programs and services to Northwest Territories residents across the fields of include early learning and childcare, JK-12 and post-secondary education, labour development and standards, income security, Indigenous and French languages, and culture and heritage.

### SCOPE

Located in Yellowknife, the Senior Research Analyst (Analyst) reports to the Manager, Strategic Planning, Research and Evaluation (Manager), and in collaboration with Education Authorities, Regional Offices, and other external partners, provides the evidence and data needed to make sound decisions that can be used by parties in the ECE system. This is achieved through the timely production of research plans and reports, data analysis, as well as results-oriented performance measurement reports across departmental strategies and programs, strategic frameworks, pilot projects, and ongoing programming/services. The Analyst's work impacts programs and services across the spectrum of ECE mandate areas, including healthy child development, education, employment, culture, social supports, and income security for the entire Northwest Territories (NWT).

The information provided affects the focus, effectiveness, efficiency, evaluation and overall expenditures for budgets of programs and services for the entire department, the regional offices, and the regional Education Authorities. The total of the budgets that have research-related requirements attached to them approximate \$543M.



Additionally, because of the interdepartmental collaboration required on key issues, the results of the Analyst's work also have the potential to affect the budgets of other Government of the Northwest Territories (GNWT) Departments and organizations that are responsible for, or are stakeholders in, the education, culture and employment of the residents of the NWT, including Indigenous organizations, post-secondary institutions, and members of the public.

The Analyst is relied on for analysis that could significantly impact program design, development and implementation affecting the priorities of the Department, as well as the success of NWT residents who are served by decision-makers at all levels across ECE, other Social Envelope Departments and the members of the Legislative Assembly. As such, the incumbent will utilize in-depth knowledge of ECE programs, strategies, services, and policies in order to design, lead and execute system-wide research activities related to early childhood development, JK-12 and post-secondary education, labour development and standards, income security, Indigenous and French languages, and culture and heritage.

The Analyst operates in a matrix management environment and may be required to take direction from other senior departmental managers on a project-by-project basis depending on departmental priorities in accordance with the mandated priorities, legislation and policies of ECE and its regional offices as well as the regional Education Authorities, other territorial departments, and the Legislative Assembly.

The Analyst will collaborate with and provide mentorship to Specialist positions within the Strategic Planning, Research and Evaluation Unit as well as to other program area staff within the Department.

The incumbent will be required to travel periodically.

## **RESPONSIBILITIES**

- 1. Execute a system-wide research agenda, including related research projects and data use plans, to establish and support a culture of evidence-informed decision making.**
  - Establish the research priorities of the Department in collaboration with ECE senior managers, and system partners.
  - Execute the research priorities of the Department through:
    - Design and implementation of research studies, including reviews, scans, backgrounders and other research-oriented documentation.
    - Design and in some cases, implement surveys, interview questions and questionnaires including appropriate sampling techniques.
    - Review of methodological approaches for research activities undertaken by others in the Department.
    - Oversight and project management of research activities undertaken by third party consultants and academic partners



- Oversight and project management of ECE's two major contracted population surveys: Early Development Instrument and Middle years Development Instrument.
- Consult on development of monitoring, evaluation, accountability and performance measurement plans for program areas to ensure associated research and data activities included within are methodologically sound.
- Execute the research and data requirements of monitoring, evaluation, accountability and performance measurement plans for program areas to provide accurate, relevant, timely data to inform reporting.
- Make recommendations on methods to improve the quality, including validity and precision of data collected.
- Provide expert advice to staff collecting and inputting data.
- Provide advice on the nature and relevance of current or proposed research being conducted within, or external to the department.
- Conduct statistical analysis on data collected from various studies and surveys, including but not limited to the following ECE population surveys; Early Development Instrument, Middle-years Development Instrument, and Health Behaviours of School-Aged Children Questionnaire, to identify key findings to inform programs and policies. Review data to ensure it meets data quality standards.
- Perform descriptive and/or inferential analysis, verification and auditing of data and methods to assure validity and reliability.
- Identify and provide recommendations to eliminate and/or mitigate errors and deficiencies in data systems.
- Analyze statistical data via advanced statistical programs and provide interpretations and expert advice.
- Prepare analysis in the form of briefing notes, fact sheets, presentations, reports and correspondence to inform decision-makers, media, or the public

**2. Provide professional advice and expertise to various stakeholders to ensure that information provided by the department meets social science research and statistical standards.**

- Design and deliver training courses, seminars, and workshops in the areas of social science research, statistical standards, collection of information, analysis of information and interpretation of data.
- Make contributions to decision papers, options papers, Financial Management Board (FMB) Submissions, legislative proposals and other documents at the request of the Manager or on behalf of senior managers across the Department.
- Keep abreast of social science and statistical advancements.
- Represent the Department in working groups or committees (including Council of Ministers of Education, Canada (CMEC)) at the Territorial or Federal/Provincial levels.



- Develop an effective network of contacts and maintain positive internal and external relations with all levels of government within the NWT and across Canada in order to share information, discuss and consult on new or complex issues and concerns, and identify new sources of information.

**3. Provide mentoring and training support for departmental research activity.**

- Assist, monitor, and provide ongoing feedback on ECE's various research activities.
- Train and assist members of the department in research methods and approaches through the provision of advice on social and statistical standards and approaches to research.
- Train, assist and mentor divisional peers in research methods and approaches, as required.

**WORKING CONDITIONS**

**Physical Demands**

No unusual demands.

**Environmental Conditions**

No unusual conditions.

**Sensory Demands**

No unusual demands.

**Mental Demands**

No unusual demands.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge in the field of social science research design, statistical analysis, and analytical methodologies.
- Knowledge of specific research methodologies including survey, interview, and questionnaire design.
- Knowledge of statistical analysis software (SPSS or SAS).
- Knowledge of research ethics and confidentiality.
- Knowledge of database management software including database development, search, and spreadsheet software (MS Access, MS Excel).
- Knowledge of determinants of health specific to healthy child development, education, employment, culture and heritage, social supports, and income security.



- Knowledge of the geographic, social and political factors and issues which affect the delivery of early childhood, K-12 and postsecondary education, official languages, income security and labour programs.
- Knowledge in the area of cross-cultural research, particularly respectful research practices and priorities related to Indigenous peoples.
- Familiarity with performance measurement.
- Knowledge of and/or the ability to acquire and apply knowledge of GNWT legislation, regulations, programs, policies and structures related to the ECE Departmental work.
- Research design skills.
- Research project management skills, including supervision and management of varied and diverse projects.
- Analytical skills including data interpretation and reporting.
- Problem-solving skills and the ability to synthesize complex information.
- Organizational and time management skills.
- Skills relating to managing large and complex datasets.
- Oral and written communication skills.
- Skills relating to the use of research-related software.
- Workshop facilitation skills.
- Ability to analyze, evaluate and interpret a wide range of complex information and apply it within the unique socio-political environment in the NWT, and following established protection of privacy policies.
- Ability to design research appropriate to all areas of the Department's mandate.
- Ability to engage multiple stakeholders and to work in a cross-cultural environment.
- Ability to exercise tact and diplomacy in dealing with sensitive issues.
- Ability to manage confidential information.
- Ability to report on and present research findings in concise, clear and engaging ways.
- Ability to use multimedia technologies for the development of presentations.
- Ability to manage a workload that includes multiple assignments with potentially conflicting and changing priorities.
- Ability to commit to actively upholding and consistently practicing personal diversity, inclusion, and cultural awareness, as well as safety and sensitivity approaches in the workplace.

**Typically, the above qualifications would be attained by:**

A degree in a relevant field and three (3) years of related experience including one (1) year of experience specific to research methods, statistical analysis, and data analysis.

Equivalent combinations of education and experience will be considered.



## **ADDITIONAL REQUIREMENTS**

### **Position Security**

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

### **French language (check one if applicable)**

- French required (must identify required level below)

Level required for this Designated Position is:

**ORAL EXPRESSION AND COMPREHENSION**

Basic (B)  Intermediate (I)  Advanced (A)

**READING COMPREHENSION:**

Basic (B)  Intermediate (I)  Advanced (A)

**WRITING SKILLS:**

Basic (B)  Intermediate (I)  Advanced (A)

- French preferred

### **Indigenous language: Select language**

- Required
- Preferred